

# CHECKLIST

## New PDC Certificate (Severance) Application PINELANDS DEVELOPMENT CREDIT BANK

APPLICANT'S NAME(S): \_\_\_\_\_

APPLICATION PACKAGE RECEIVED AT PDC BANK ON: \_\_\_\_\_

(PDC BANK USE ONLY)

THE FOLLOWING DOCUMENTS REPRESENT THE **MINIMUM REQUIREMENTS** FOR PARTICIPATION IN THE PINELANDS DEVELOPMENT CREDIT (PDC) PROGRAM. PLEASE READ INSTRUCTIONS CAREFULLY AND PROVIDE ALL THE INFORMATION REQUESTED. *INCOMPLETE OR PARTIAL SUBMISSIONS WILL BE AUTOMATICALLY RETURNED TO THE APPLICANT (OR REPRESENTATIVE/AGENT).*

**CHECK THE BOX FOR EACH ITEM SUBMITTED, INCLUDING DATE OF DOCUMENT.**

	<b>Application Document</b>	<b>Dated</b>	<b>For PDC Bank use only</b>
<input type="checkbox"/>	Application for Pinelands Development Credit Certificate		
<input type="checkbox"/>	Pinelands Commission's Letter of Interpretation, <i>less than 2 yrs. old</i>		
<input type="checkbox"/>	Copy of Municipal Tax Map Page showing subject property		
<input type="checkbox"/>	Copy of the most recent Deed to subject property, <i>showing ownership</i>		
<input type="checkbox"/>	60-yr Title Search and 20-yr Upper & Lower Court Search		
<input type="checkbox"/>	Affidavit of Title, fully executed and Notarized		

**(The following documents are required only if applicable.)**

	<b>Dated</b>	<b>For PDC Bank use only</b>
<input type="checkbox"/>	Mortgage Holder Letter authorizing application & acknowledging that a Deed Restriction will be filed ( <i>only</i> if the property is collateral for a current mortgage or loan)	
<input type="checkbox"/>	Corporate Resolution ( <i>only</i> if the property owner/applicant is any entity <i>other</i> than an individual type of ownership)	
<input type="checkbox"/>	Affidavit of Judgment ( <i>only</i> if the Court Search shows judgments <i>improperly</i> reflected as against you)	

*Please do not write below this line.*

**PDC BANK INITIAL DISPOSITION:**

**Sent for PDC Certificate  
eligibility review on** \_\_\_\_\_

**Incomplete**

**Returned to applicant on** \_\_\_\_\_

**Checked by:** \_\_\_\_\_

**APPLICATION FOR  
PINELANDS DEVELOPMENT CREDIT CERTIFICATE**

*PLEASE REFER TO INSTRUCTIONS*

**OWNER  
INFORMATION**

1 - _____ Property Owner's Name (first, middle, last)	2 - _____ Phone Number
3 - _____ Co-owner's Name	4 - _____ Phone Number
5 - _____ Property Owner's Mailing Address	_____ E-mail Address
6 - _____ City, State, Zip Code	

**PROPERTY  
INFORMATION**

7 - _____ Municipality	8 - _____ County	
9 - _____ Block Number(s)	10 - _____ Lot Number(s)	
11 - _____ Total Acreage	12 - _____ Nearest Street/Road	
13 - _____ Letter of Interpretation Number	14 - _____ Date Issued	15 - _____ Number of PDC's allocated
16 - Has the property been altered or developed in any manner since the Letter of Interpretation was issued? <span style="float: right;"><input type="checkbox"/>Yes <input type="checkbox"/>No</span>		
17 - If yes, describe the changes: _____ _____		
18 - Do you wish to reserve the right to build any future homes on this property? <span style="float: right;"><input type="checkbox"/>Yes <input type="checkbox"/>No</span>		
19 - If yes, how many homes to you wish to reserve the right to build? _____		

**TITLE  
INFORMATION**

20 - _____ Name of Title Company	21 - _____ Phone Number
22 - _____ Title Company's Mailing Address	_____ E-mail Address
23 - _____ City, State, Zip Code	

**MORTGAGE  
INFORMATION**

24 - Is there a mortgage on the property? <span style="float: right;"><input type="checkbox"/>Yes <input type="checkbox"/>No</span>	
25 - _____ Mortgage Holder's Name	26 - _____ Phone Number
27 - _____ Mortgage Holder's mailing address	
27 - _____ City, State, Zip Code	

**APPLICATION FOR  
PINELANDS DEVELOPMENT CREDIT CERTIFICATE**

*PLEASE REFER TO INSTRUCTIONS*

REPRESENTATIVE/AGENT  
INFORMATION

29 – Do you authorize a person to act as your representative or agent in matters pertaining to this application? **PLEASE NOTE: ALL** correspondence, ***including original PDC Certificate*** will be sent to the designated representative or agent. ☐ Yes ☐ No

30 - \_\_\_\_\_ 31 - \_\_\_\_\_  
Name of Representative/Agent Phone number

32 - \_\_\_\_\_  
Representative/Agent's mailing address E-mail Address

33 - \_\_\_\_\_  
City, State, Zip Code

34 - \_\_\_\_\_  
Signature of Representative/Agent

**THE FOLLOWING INFORMATION IS REQUIRED FOR EACH PROPERTY  
THAT IS PART OF AN APPLICATION.  
PDC CERTIFICATES WILL NOT BE ISSUED IF THE APPLICATION IS INCOMPLETE.**

APPLICATION  
DOCUMENTS

35 - Deed for each Property ☐ Yes ☐ No 36 – Proposed Deed Restriction ☐ Yes ☐ No

37 – 60/20 year Title Certification ☐ Yes ☐ No 38 – Letter of Interpretation ☐ Yes ☐ No

39 – Tax Map Page(s) ☐ Yes ☐ No 40 – Affidavit of Title ☐ Yes ☐ No

41 – Mortgage Holder Letter\* ☐ Yes ☐ No 42 – Affidavit of Judgment\* ☐ Yes ☐ No  
\* (only if required) \* (only if required)

OWNER  
CERTIFICATION

42 – I hereby certify that the information included within this application is true and that I am the legal owner of the property described above, that I have marketable title to the property, and that I have the legal right to restrict the use of the property consistent with the deed restriction attached hereto. **I have made arrangements with the Title Company to provide a "bringdown" (update) to the Title Search at the time that the Pinelands Development Credit Certificate is ready to be issued,** and further grant permission to the Pinelands Development Credit Bank to request said update from the Title Company.

\_\_\_\_\_  
Signature of Owner (Applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Owner (Co-Applicant)

\_\_\_\_\_  
Date

*Note to Applicants: The applicant is responsible for the fees involved with recording the Deed Restriction with the appropriate County Clerk's Office. The PDC Bank staff will contact you with the correct amount and payee information when your application is deemed complete.*

**INSTRUCTIONS FOR PDC CERTIFICATE APPLICATION FORM**  
**PLEASE PRINT OR TYPE**

1. Enter your first, middle and last name. No nicknames please.
2. Enter your telephone number, including the area code, *where you may be reached during the day*.
3. If you own the property jointly with another person(s) please enter their name(s). If there are multiple owners please attached an additional sheet with names, addresses, and phone numbers.
4. Enter the co-owners *daytime* phone number information.
5. Enter the full *postal mailing address*, including apartment or suite number if appropriate, of the home or business where you regularly receive mail.
6. Enter the City, State and Zip Code for your mailing address.
- 7 & 8. Enter the City and County where the *application's subject property* is located.
- 9 & 10. Enter the Tax Map Block and Lot number(s) of the *application's subject property*. (See your most recent tax bill.)
11. Enter the total acreage of the property which will be subject to the deed restriction. This acreage must coincide with what is shown on the *Letter of Interpretation* that you received from the Pinelands Commission.
12. Enter the street name or the route number of the road which is closest to the property. If in doubt, please consult your municipal Tax Assessor's office.
13. Enter the Pinelands Commission Letter of Interpretation (LOI) number. This is noted centered at the top of your Letter of Interpretation. Don't confuse this with the application number that is also shown on the letter.
14. Enter the date that the Letter of Interpretation was issued.
15. Enter the *total* number of Pinelands Development Credits allocated in the Letter of Interpretation (found at the end of the section entitled "CONCLUSION". If the Pinelands Commission adjusted your allocation because you are reserving the right to build one or more homes please enter the *adjusted* number.
16. If you have cleared any land, enlarged or reduced actively farmed land, or built anything onto the property since the issuance of the Letter of Interpretation, please check the box marked "Yes". Otherwise, check "No".
17. If you answered "Yes" to 16, include a brief description of the changes. If additional space is needed please attach a separate sheet.
18. Note if you wish to reserve the opportunity to build one or more homes on the subject property. *This information must agree with the Letter of Interpretation*. Note that this reservation does not guarantee future approval to build, and still requires municipal zoning compliance approval.
19. If you answered "Yes" to number 18 please enter the number of dwellings that you are reserving. *This information must agree with the Letter of Interpretation*. (The allocation of Pinelands Developments Credits is reduced by 0.25 PDCs for each dwelling unit that you reserve the right to build.)

*Continued on the next page.*

**INSTRUCTIONS FOR PDC CERTIFICATE APPLICATION FORM**  
**PLEASE PRINT OR TYPE**

20. Enter the full name of the title company that performed your title search.
21. Enter the telephone number (including area code) of the title company, and contact person's e-mail address.
22. Enter the full *mailing address* of the title company.
23. Enter the City, State and Zip Code for the title company address.
24. If there is a mortgage, lien, or other financial encumbrance on the property, please check the box marked "Yes". If there is none please check "No".
- 25-28. If you answered "Yes" to #24, please complete the information for the Mortgage Holder's name, mailing address, City, State and Zip Code. *If you have a second mortgage or additional liens* on the property, please attach an additional sheet with this information for each lien holder.
29. Please indicate whether or not if you have engaged an attorney to represent you, or if you wish to designate someone to act as your representative or agent in this application process. If have check-marked "Yes" to this question the Bank will communicate directly with your representative and not with you.
- 30-33. If you answered "Yes" to #29, please complete the information for the Representative/Agent's name, mailing address, City, State and Zip Code.
34. If you have designated a representative (see #29) have that person sign here.
- 35-40. These documents must be enclosed with your application in order for your application to proceed. Please contact the PDC Bank if you have any questions.
41. If you answered "Yes" in number 24 you must provide a letter from the lien holder, stating that they are aware you are applying for a PDC Certificate and that consequently, a deed restriction will be filed limiting future uses of the property, and that the mortgage holder has no objection. We can provide you with a generic sample letter. If you run into any difficulties, we will be happy to assist. Please have them contact the PDC Bank directly, or obtain a contact person's name and telephone number so we may contact them. At times, applicants encounter difficulties when dealing with out-of state banks.
42. Please read this certification carefully before signing and dating the application. All co-owners must sign and date this application as well.

**MAIL COMPLETED APPLICATION TO:**

**PINELANDS DEVELOPMENT CREDIT BANK  
PO Box 035  
TRENTON, NJ 08625-0035**

***If sending via FedEx, UPS or other courier,  
please call 609-984-0569 for further instructions.***